

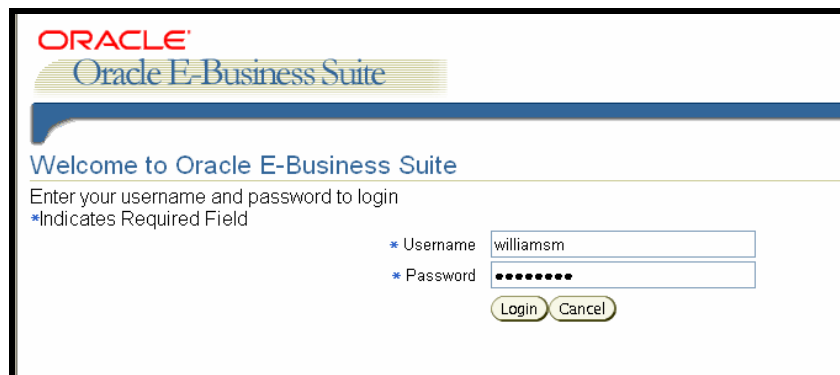
# DOE Balance Sheet Report

The Balance Sheet report can be run to generate either normal and/or CSV layout output types. The CSV comma delimited layout report will be easier to import into Excel for analysis than the normal output report.

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).

<a href="#">Home</a>	<a href="#">STARS User Resource Documentation</a>	<a href="#">Customer Service</a>
<a href="#">Oracle Financials Logon</a>	<b>Logon to STARS</b> <a href="#">Security Notice</a>	
<a href="#">STARS SCR Information</a>	News & Information:	
<a href="#">Request a Logon ID</a>	No outages are currently scheduled.	
<a href="#">Reporting Tools</a>	<a href="#">If you need assistance</a>	
<a href="#">Development Tools</a>	<b>STARS Oracle eBusiness Suite 11i</b>	
<a href="#">Training Resources</a>	<a href="#">STARS Production (STRS)</a>	Production Support Resources: <a href="#">STARS Online Desk Reference</a> <a href="#">STARS User Resource Documentation</a>
<a href="#">Support &amp; Technical Info</a>	<b>Development and Test Instances</b>	
<a href="#">System Administration Tools</a>	<a href="#">Quality Assurance (QA)</a>	<a href="#">Development (DEV)</a>
	11.5.10 Upgrade (UPG)	<a href="#">Patch (PTCH)</a>
	<b>If you need assistance:</b>  Contact I-MANAGE Enterprise Application Support (EAS), at Headquarters Call (301) 903-2500, at Field Sites Call (866) 834-6246. Choose Option 4 - Enterprise Applications Support or use the <a href="#">Online Support Request Form</a>	

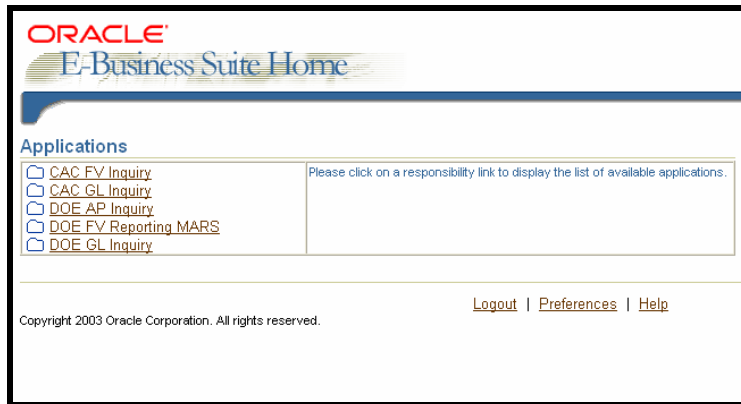
2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button



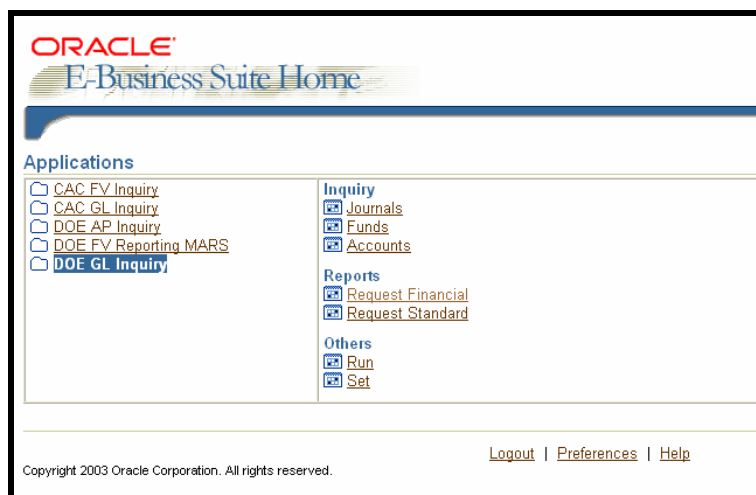
The image shows the Oracle E-Business Suite login screen. At the top, the Oracle logo is displayed in red, followed by "Oracle E-Business Suite" in blue. Below this, a blue banner reads "Welcome to Oracle E-Business Suite". Underneath, it says "Enter your username and password to login" and includes a note: "\*Indicates Required Field". There are two input fields: one for "Username" containing the text "williamsm" and one for "Password" containing eight dots. Below these fields are two buttons: "Login" and "Cancel".

3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

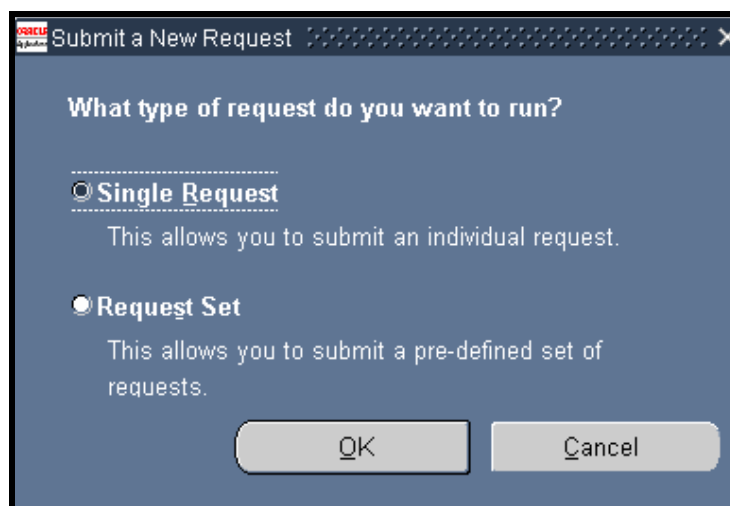
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4. Under “Reports” click on Request Standard.



5. Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



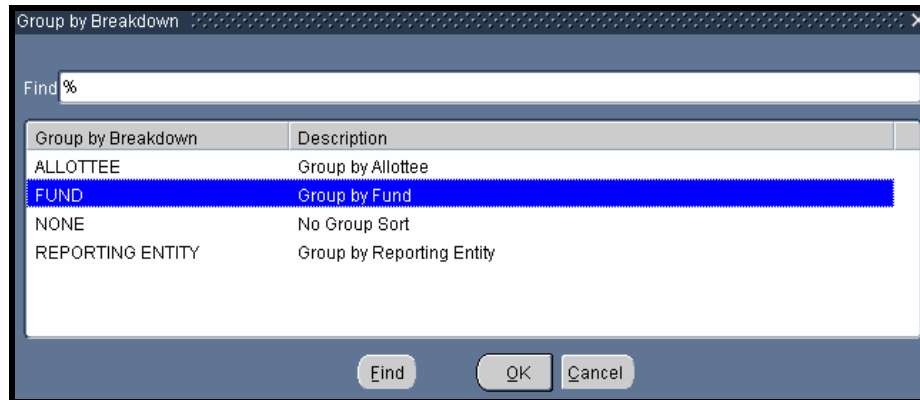
6. Enter “DOE Balance Sheet Report” in the name field. Press Tab.

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7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
  - a. Period Year “2007”. Press Tab.
  - b. Period Name “JUN-07”. Press Tab.
  - c. Report Output Type “Both” to get a normal and CSV output. This is a new option in 2007. If you only want the normal or only the CSV output, click on the ellipsis (...) box to get the LOV (List of Values) to make your selection. Press Tab five times.
  - d. Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample. Press Tab five times.
  - e. Tab past the Show Consolidated Schedules box which is ONLY used by HQ to get a more detailed report. See step F below.

## DOE Balance Sheet Report

- f. To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). For example, you can group your report by Fund or Reporting Entity and or have Lines Breakdown by SGL. If you list all funds for your allottee there will be a summary total page that follows.



8. Press OK. This will take you back to the Submit Request screen.

**Run this Request...**

Name: **DOE Balance Sheet Report**

Parameters: **DOE Balance Sheet:DOE\_BALANCE\_SHEET\_TOTALS:2007:JUN-07:Both:JUN-07:::01:0**

Language: **American English**

**At these Times...**

Run the Job: **As Soon As Possible**

**Upon Completion...**

☒ Save all Output Files

Layout:

Notify:

Print to: **noprint**

Buttons: Copy..., Language Settings..., Debug Options, Schedule..., Options..., Help (C), Submit, Cancel

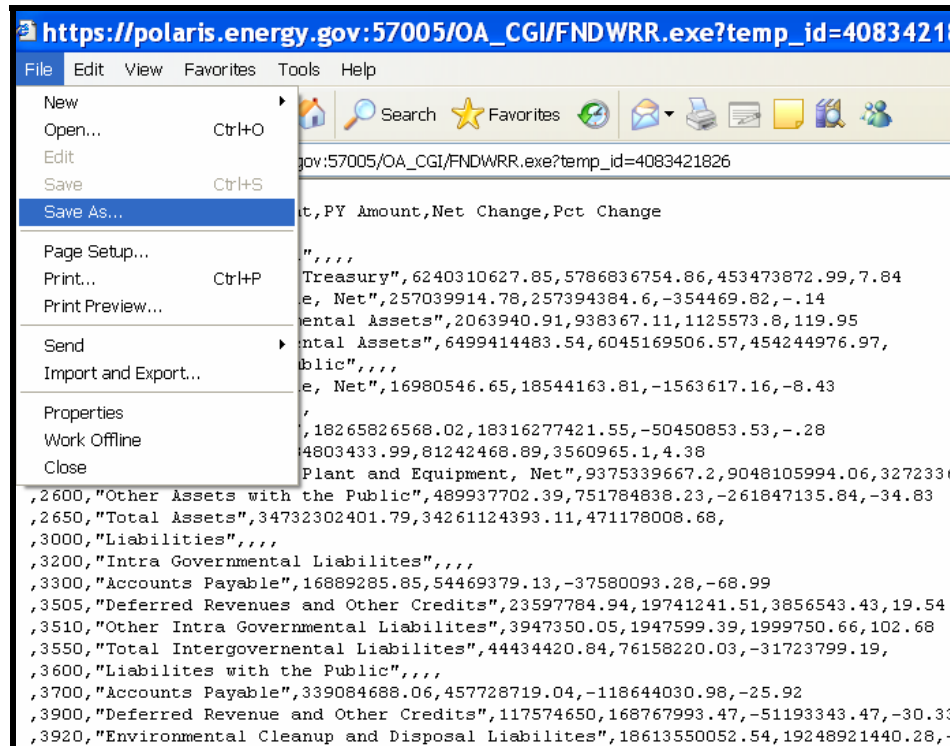
9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your with the corresponding Request ID number. **Note:** There will be three reports and ID Request numbers if you select “Both” as the Report Output Type. For the Normal and CSV output types you will only get one report. Please record your Request ID numbers for later viewing.

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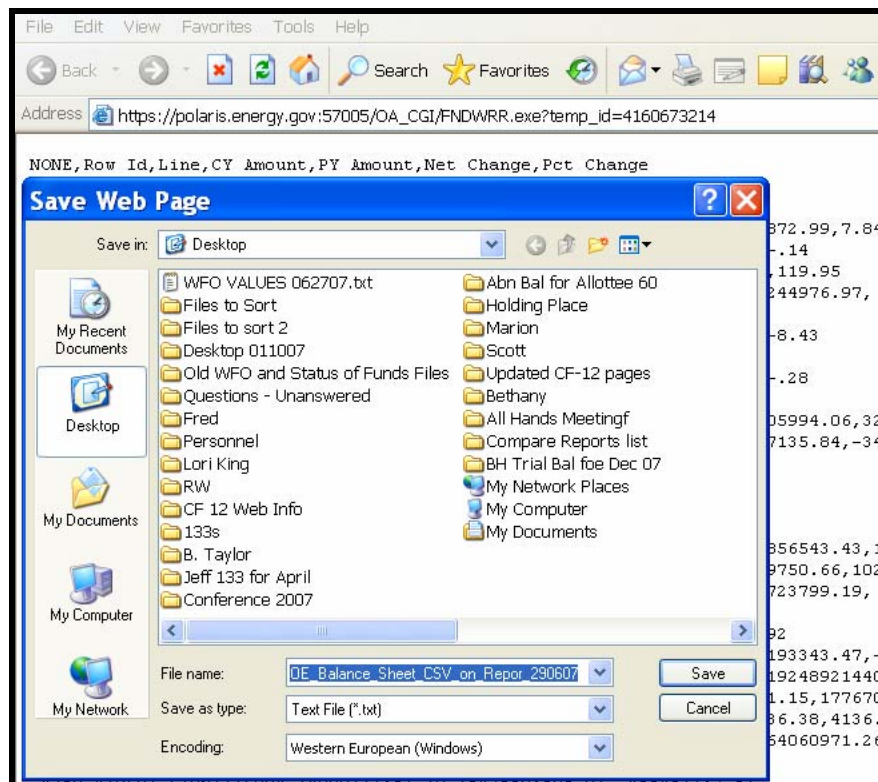
Request ID	Name	Parent	Phase	Status	Parameters
2415415	DOE Balance Sheet CSV		Completed	Normal	2415405, N, NONE, N
2415412	DOE Balance Sheet on R		Completed	Normal	2415405, N, NONE, N
2415405	DOE Balance Sheet Repi		Completed	Normal	DOE Balance Sheet, DOE_B.
2415359	Status of Funds Availabl		Completed	Normal	2, 50249, 83, 9, 50559, JUN-07,
2414156	Status of Funds Availabl		Completed	Normal	2, 50249, 83, 9, 50559, JUN-07,
2413848	Reprint output of request		Completed	Normal	2413433, GTN-C204, 1, DOEL
2413842	DOE Trading Partner anc		Completed	Normal	2, 50559, 83, 50249, JUN-07, ,
2413821	DOE Trial Balance of Tra		Completed	Normal	2, 50559, 83, 50249, JUN-07, ,
2413814	DOE Trading Partner anc		Completed	Normal	2, 50559, 83, 50249, JUN-07, ,
2413439	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCT-07, ,

10. The Output you will see on your screen will contain three lines. 1) “DOE Balance Sheet Report” is the empty output file with (0 bytes); 2) “DOE Balance Sheet on Report Execution” will be the Normal output of the Balance Sheet; and finally, 3) DOE Balance Sheet CSV on Report Execution” is the CSV output that includes detail that is easily imported into Excel for analysis.
  11. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.
- Note:** To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “Specific Requests” radio button is selected, enter your Request ID number you recorded earlier and click Find.
12. To print your click on Tools, Reprint/Republish and fill in the Print Opting screen. Click Ok.
  13. To utilize the pivot table feature save your report as a text file using the instructions below.
  14. Click File on the menu bar and select Save As.

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13. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



15. Prepare pivot table.